



Teaching Assistant/In-House Substitute

Job Summary

Preston Hollow Presbyterian School is seeking a full-time teaching assistant/In-House Substitute for the 2025-2026 school year. Successful candidates will have experience in teaching at the elementary school level. The teaching assistant/In-House Substitute could assist in grade levels K-6th grade dependent on need. This candidate will have the dual responsibility of serving as a teaching assistant, while also being called upon to serve as the school's full-time In-House Substitute.

Duties and Responsibilities

The job description below is not designed to cover all activities, duties or responsibilities that are required for this position

Assist the teacher in preparing classroom materials and resources.
Help in setting up and organizing classroom displays and bulletin boards.
Provide additional support during group activities and projects when requested by the teacher.
Aid with filing assignments, quizzes, and tests.
Monitor students during breaks, recess, and lunchtime.
Help maintain a clean and organized classroom environment.
Assist with carpool duties.
Fill in as a substitute teacher when necessary (potentially two or three days a week)

Qualifications

Knowledge, Skills and Abilities

Proficiency with common computer programs used in elementary schools, such as Google Classroom, Google Documents, Google Slides
Ability to interact with students and faculty in a positive manner
Flexible and able to adapt to new situations on a daily basis
Ability to communicate effectively in both oral and written forms
Strong organizational skills
Strong interpersonal skills to include the ability to work effectively with students, parents, and fellow staff members
Positive, professional, collaborative work style

Education and Experience

Bachelor's Degree, with classroom teaching experience
1-3 years' experience working with students in early childhood or elementary setting

Additional Duties and Responsibilities

Additional duties of this position may include some or all of the following tasks. Other duties may be assigned.

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| •Attend Staff Development Meetings as required | •Attend Chapel |
| •Assist with student monitoring duty rotation | •Support school events as needed |

It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.